



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 5420.5A
B 053
29 MAR 1999

MARINE CORPS BASE ORDER 5420.512

From: Commanding General
To: Distribution List

Subj :: COMMAND RELIGIOUS PROGRAM (CRP) WORSHIP COMMUNITY ADVISORY COUNCILS

Ref: (a) OPNAVINST 1730.1C
(b) MCBO 1730.1A
(c) SECNAVINST 7010.6

1. Purpose. To publish guidelines for operation of the CRP worship community advisory councils.
2. Cancellation. MCBO 5420.5.
3. Summary of Revision. This Order has been updated to bring it in concurrence with revisions to references (a) through (c).
4. Information. Religious ministries are provided to meet the religious needs of Navy and Marine Corps personnel and their dependents and to ensure their constitutional rights to the free exercise of religion. The CRP, per the references, is designed to foster the free exercise of religion and to be responsive to the needs of those for whom ministry is provided. Such responsiveness can best be accomplished through active lay participation by the persons served. A most effective participation is achieved through advisory councils which communicate specific worship community matters and provide a channel of cooperative action for the total CRP.
5. Worship Community Advisory Councils. Worship community advisory councils are the primary method of deriving input from personnel for the shaping of the CRP. Each council will operate under the guidance of the Marine Corps Base (MCB) Chaplain and the assigned worship community coordinator (the senior Chaplain of each faith group, unless otherwise appointed by the Command Chaplain). Each advisory council will also aid its respective worship community in understanding chaplain leadership, command decision, and the overall CRP.
 - a. Membership. The membership of each council will consist of participants in the numerous chapel worship services held at MCB and be representative of the various categories of persons served by the CRP. Upon appointment, members of each council will be designated in writing by the CG MCB (B 053).
 - b. Size. Councils will consist of no less than three members.

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c. Method of Appointment. Candidates for the Worship Community Advisory Councils will be recommended for appointment by the worship communities, the worship community coordinator, and the Command Chaplain.

d. Duties and Responsibilities. Councils shall represent their respective communities by:

(1) representing their faith group in communicating needs to the Command Chaplain;

(2) promoting the active involvement of chapel members in the CRP;

(3) providing input in the development of CRP within worshipping communities;

(4) functioning in key lay leadership roles within the faith group community; and

(5) encouraging chapel members to practice stewardship of time, talents, and treasure per their community beliefs.

e. Organizations. Councils, under the direction of their worship community coordinator, may prepare and submit standing operating procedures (SOP) if the council considers that SOP is warranted for the management of their responsibilities. The Command Chaplain is the approving authority for all SOP's.

6. Religious Offering Fund (ROF). Although a ROF is a nonappropriated fund established by and administered under the authority of the CG MCB, advisory councils can play an important role in its administration by recommending specific types of ROF disbursements that are in keeping with the intent of the donors, per references (a) and (b).

7. Action. The Worship Community Advisory Councils will function per this Order.



R. P. ROOK
Chief of Staff

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